

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### MEDICAID ADMINISTRATOR

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#### DEFINITION

Performs supervisory management work directing the Iowa Medicaid Enterprise at the Department of Human Services; supervises program managers, supervisors and professionals in the Enterprise. Performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Participates in policy decisions which represents a major part of the department's total operations crossing all department programs and services, other departments in state government, all Medicaid clients, providers and services.

Collaborates with division administrators, advisory boards and associations, provider groups, the department director and DHS Council, legislative services agency, legislative oversight committees, on program and policy issues that influence the provision and financing of services to lowans; serves as a key resource person in evaluating, recommending and implementing solutions.

Reports on program accomplishments to the Director, DHS Council, DHS Cabinet, elected officials and others within highest level of Iowa government and justifies critical and far-reaching program changes; provides authoritative advice to the director and others on matters of key importance to agency goals, programs and missions.

Serves on special committees where decisions, commitments and conclusions have considerable impact on the operation of critical agency and government programs in Iowa and on a national level.

Defines financial requirements, tentative schedules and level of management support required for programs; demonstrates to top agency management the need to modify, start or abandon major projects involving the expenditure of significant resources.

Provides input in regard to proposals emanating from or outside of the department regarding new or revised legislation, regulations and related changes that have a direct impact over program(s) directed.

Evaluates the effect of unforeseen developments on plans and programs and presents to top management suggested changes in program direction or redirection.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the immediate organization in order to effectively gain necessary executive, legislative and related support for management decisions on program priorities and goals

Establishes long-range program requirements/objectives and continuously evaluates organizational performance in meeting those objectives; identifies/structures the direction programs should take to provide necessary product or service.

Develops plans/procedures to ensure that subordinate managers follow through with various government-wide personnel management programs (e.g., equal employment opportunity, career development, performance appraisals, etc.).

#### COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, data processing and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Ability to deal effectively with persons representing widely divergent backgrounds, ideas, interests and points of view.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of multi-function unit managers.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to represent the activity both within and outside the organization and to gain support for the agency's program goals.

Ability to adjust to change, work pressures or difficult situations without undue stress.

Ability to objectively evaluate facts, situations and circumstances.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a degree in business administration, public administration, finance, accounting, public health, actuarial science or law and experience equal to seven years of progressively responsible full-time management oriented work in healthcare, administration, finance, accounting, statistical analysis and/or insurance;

OR

substitution of experience of the caliber and scope indicated above for the required undergraduate college education on the basis one year of qualifying experience is equivalent to one year of undergraduate education;

OR

graduation from the Iowa Certified Public Manager Program may substitute for one year of education or one year of experience;

OR

substitution of eighteen hours of graduate level coursework in a management oriented curriculum, e.g., Public or Business Administration for each year of the required experience to a maximum substitution of two years;

OR

substitution of twenty-four hours of graduate level coursework in a special program curriculum such as business administration, public administration, finance, accounting, public health, actuarial science, law or related fields for each year of the required experience to a maximum substitution of two years;

**NOTE**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Human Services.

Effective Date: 2/07 CP